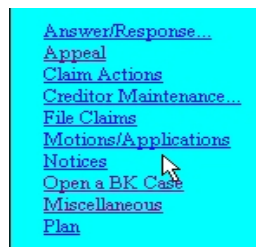


Motion to Transfer Case to Another District.

STEP 1 Click on the **Bankruptcy** hyperlink on the **Main Menu** then click on **Motions / Applications**.



STEP 2 The **Case Number** entry screen displays.

A form titled "Case Number" with a text input field containing "03-20786". Below the input field are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

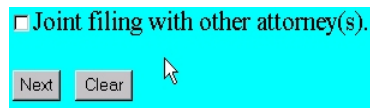
- ◆ **Case Number** - enter a case number in *YY-NNNNN* format.
- ◆ Click on the **Next** button.

STEP 3 The **select type of motion/application** being filed screen displays.

A list box containing the following options: Show Cause, Stay, Stay Pending Appeal, Strike Document, Substitute Attorney, Substitute Party, Temporary Restraining Order, and Transfer Case To Another District. Below the list box are two buttons: "Next" and "Clear". A mouse cursor is pointing at the "Next" button.

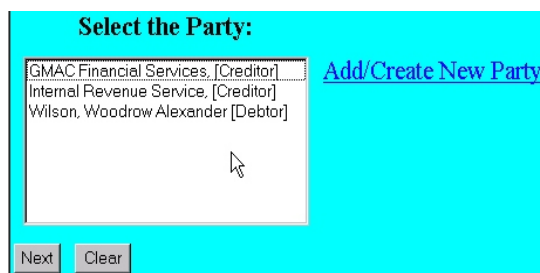
- ◆ Scroll through the options and highlight **Transfer Case To Another District**.
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** screen displays.



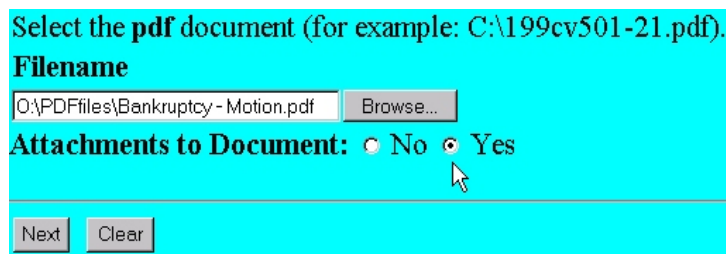
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click on the **Next** button.

STEP 5 The **Select the Party** screen displays.



- ◆ Click on the party's name.
- ◆ Click on the **Next** button.

STEP 6 The **Select the pdf document** screen displays.



- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ To attach the Proposed Order and other documents (e.g. an exhibit, appendix):
 - ▶ Click on the radio button next to '**Yes.**'
 - ▶ Click on the **Next** button.

STEP 7 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Select a document type and/or enter a description.

| Type | Description |
|---|---|
| <input type="text" value="Proposed Order"/> | <input type="text" value="Granting Motion to Transfer Case"/> |

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list.
- ◆ As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 8 The **With Certificate of Service?** screen displays.

Tranfer to where?

With Certificate of Service? y or n:

- ◆ **Transfer to where?:** Type in the district where case to be transferred.
- ◆ Type a lowercase 'y' if a Certificate of Service is attached to your document or a lowercase 'n' if there is no Certificate of Service.
- ◆ Click on the **Next** button.

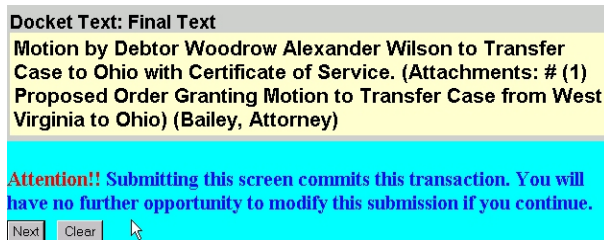
STEP 9 A **Docket Text: Modify as Appropriate** screen displays.

Docket Text: Modify as Appropriate.

Motion by Debtor Woodrow Alexander Wilson to Transfer Case to Ohio

- ◆ Add additional text in the box provided if appropriate.
- ◆ Click on the **Next** button.

STEP 10 The **Docket Text: Final Text** screen appears. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.



Docket Text: Final Text

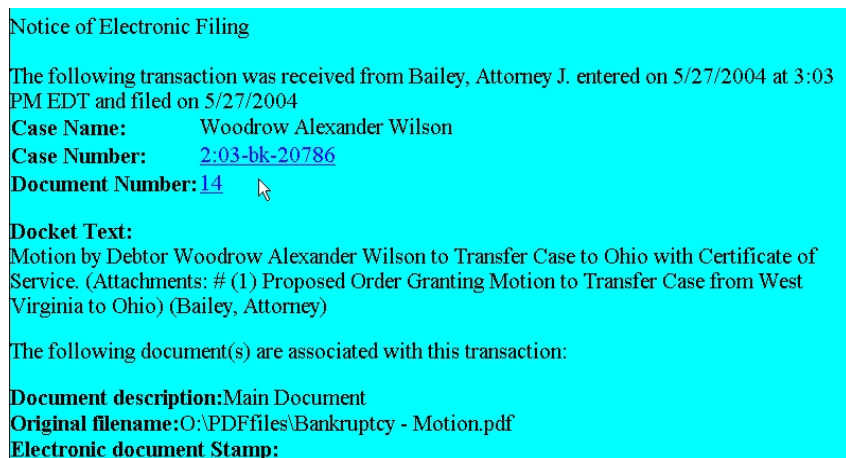
Motion by Debtor Woodrow Alexander Wilson to Transfer Case to Ohio with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Transfer Case from West Virginia to Ohio) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries.
- ◆ To abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 11 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.



Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/27/2004 at 3:03 PM EDT and filed on 5/27/2004

Case Name: Woodrow Alexander Wilson

Case Number: [2:03-bk-20786](#)

Document Number: [14](#)

Docket Text:

Motion by Debtor Woodrow Alexander Wilson to Transfer Case to Ohio with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Transfer Case from West Virginia to Ohio) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf

Electronic document Stamp: